




DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT REPORTING POSSIBLE CRIMINAL ACTIVITY	POLICY NO. 106.13	EFFECTIVE DATE 05/2008	PAGE 1 of 2
APPROVED BY:  Director	SUPERSEDES 112.19 05/2008	ORIGINAL ISSUE DATE 05/2008	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To ensure the Department of Mental Health (DMH) is in compliance with the Los Angeles County Board Of Supervisors Policy 9.040, Investigations of Possible Criminal Activity Within County Government.

POLICY

- 2.1 Suspected criminal activity will be reported to the Auditor-Controller's Office of County Investigations (OCI).
- 2.2 The Department will not conduct any internal investigation when it is suspected that a County employee or an agency contracting with the County has committed a criminal activity until such time as OCI has been contacted.

DEFINITIONS

- 3.1 Criminal Activity: is the breach of a rule or law for which a punishment may ultimately be prescribed by a governing authority.

PROCEDURE

- 4.1 When there is suspected criminal activity, a Department employee has the following options:
 - 4.1.1 Contact the DMH Compliance Officer to report the suspected activity. The Compliance Officer may then report the matter to the OCI so as to maintain the anonymity of the person reporting the activity.
 - 4.1.2 The Department employee may contact OCI directly by:
 - 4.1.2.1 Internet web site: <http://www.lacountyfraud.org/>
 - 4.1.2.2 E-mail: Hotline@auditor.lacounty.gov
 - 4.1.2.3 Telephone: (800) 544-6861



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4.1.2.4 FAX: (213) 633-0991
4.1.2.5 Write: Office of County Investigations
500 W. Temple St., Room 515
Los Angeles, CA 90012

AUTHORITY

Board of Supervisors Policy 9.040, Investigations of Possible Criminal Activity Within County Government

REVIEW DATE

This policy shall be reviewed two (2) years from the date of the original issuance.

RESPONSIBLE PARTY

Compliance Officer